

Important Information

New Leave File is Here!

Impact of CSLEAVE Deletion!

Tips on Using the CSLAS File

New Leave Master File Description and Data Element Dictionary Revisions Included

MIRS Bulletin

January 2000

New Leave File is Here!

The new Leave Accounting file, CSLAS is now ready to use. The CSLAS file contains **current** state service and leave benefit data for "leave system eligible" (LSE) employees. This is the same data found on the California Leave Accounting System (CLAS) B10 screen, which means the benefit balances now INCLUDE the latest accruals. The new file has also been enhanced to add fields from the CSEMPLE file, such as base pay, retirement account code, and appointment tenure. Now you won't have to do a match command to use these fields with CSLAS! As an example, check out the new PLP cash out report (LEAVE006) in the Common Library.

The new CSLAS file is easy to use and should not require special training. The CSLAS Master File Description and Data Element Dictionary are included in this package. Please contact a MIRS Consultant if you have questions regarding this material.

How will the deletion of CSLEAVE impact you???

As mentioned in the December 1999 MIRS Newsletter, the original leave file, CSLEAVE, will soon be deleted. The anticipated deletion date of the CSLEAVE file is March 31, 2000. Since the new CSLAS file does not contain historical leave data, we need to know how this change will impact you. Please contact our office at your earliest convenience to discuss your department's specific reporting needs.

Review and consider consequences to reports such as:

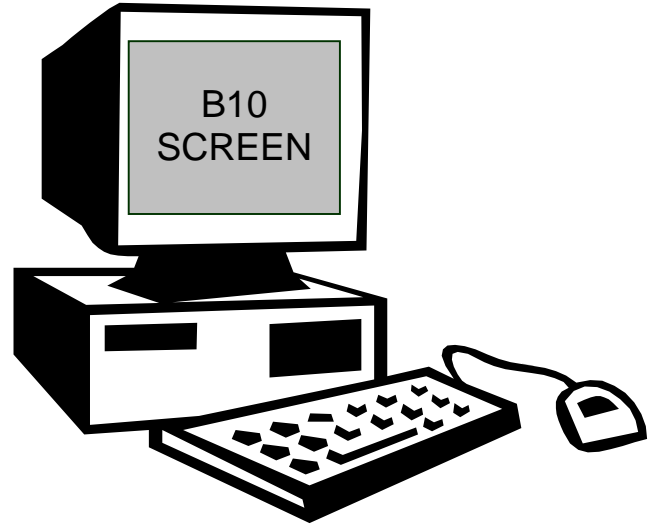
- Common Library reports LEAVE002, LEAVE004, LEAVE005 contain historical leave data and will no longer be available after March 31, 2000.
- All CSLEAVE current status reports in your libraries need to be reviewed for modification.
- If you have copies of Common Library reports INT003, INT007, INT008, PERS002, and LEAVE001, you need to modify these reports for the CSLAS file.

SPECIAL THANKS

A BIG "Thank You" to our programmers,
Aziz Alsagoff and Candy Bevill (former MIRS Consultant)
for their diligence & expertise in developing the new CSLAS file!!

JUST THE FACTS...

- Consistent with existing MIRS files, CSLAS is updated on a weekly basis. The MIRS Update Schedule has been revised to include the CSLAS updates (see Common Library procedure UPDATE00).
- With minor exception, CSLAS mirrors data displayed on CLAS B10 Screen. If you have any leave data questions and are not familiar with the CLAS B10 screen, consult your Personnel Office for assistance.
- The differences between CSLAS and the CLAS B10 Screen are:



CSLAS FILE	CLAS B10 SCREEN
LSE employees only	LSE & NLSE employees
Employer level benefits (i.e., CTO, Excess) for your department only	Employer level benefits (i.e., CTO, Excess) for your department and previous employer agencies
If state service is out-of-service, the field SS_MONTHS will display 0 (zero) and the field SS_OUT_IND will display an "X". To exclude these employees, key the where phrase: WHERE SSOUT IS-NOT 'X'	Displays message: STATE SERVICE OUT-OF-SERVICE AS OF M/Y
If a benefit is out-of-service, the field BENEFIT_BAL will display 0 (zero) and the field BEN_OUT_IND will display an "X". To exclude these benefits, key the where phrase: WHERE BENOUT IS-NOT 'X'	Out-of-service column displays M/Y next to benefit.

- Employees who have state service data, but do not have leave benefit data may not appear in your reports. To identify these employees, execute the new Leave Common Library report LEAVE007.
- Review the CSLAS Master File Description. We have included fields from the CSEMPLE current status file that will allow you to write cash out reports without using a MATCH! Check out the new PLP cash out report, LEAVE006, in the Common Library.
- The field BENEFIT_BAL (alias BENBAL) now *includes* the last accrual, so the balances are as current as the last update.
- To include the date the CSLAS file was last updated, execute the new Common Library leave define, LEAVE003 before the table request to activate the new fields LDATEADT and LDATEADT1.
- Reminder: **DO NOT** use slashes or dashes with your date fields.